

# Administrative Procedures (101)

1959

S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #31

## PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
16 Feb (Mon)	0830 - 0910	136	Course Administration and Introduction	(L)	Public Law 253 & 110
	0920 - 1010	136	National Security Council	(L)	Organization
	1020 - 1130	136	Organization of Deputy Director Intelligence	(L)	Organization 25X1A
	1230 - 1340	136	Organization of Deputy Director Support	(L)	
	1350 - 1450	136	Medical Office Procedures	(L)	
	1500 - 1700	136	Personnel Techniques and Services	(L)	Lecture Outline
17 Feb (Tues)	0830 - 1050	136	Organization of Deputy Director Plans	(L)	25X1A
	1100 - 1300	136	Functions of Area Divisions & Overseas Installations	(L)	
	1400 - 1450	136	Field Uniform Records Procedures	(L)	
	1500 - 1700	A13	The Animal Farm and Critique	(F)(C)	
18 Feb (Wed)	0830 - 1050	136	Homestead Services Records Procedures	(L)	Lecture Outline
	1100 - 1140	136	Office Administration Skit	(Sk)	
	1240 - 1700	136	Domestic Travel and Practice	(L)(P)	Lecture Outline & Study of Standardized Gov't. Travel Regs.
19 Feb (Thur)	0830 - 1040	136	Domestic Travel Test	(T)	Lecture Outline & Study Guide
	1050 - 1230	136	Dispatch & Patch Manifest Procedures and Practice	(L)(P)	
	1330 - 1700	136	Completion of Practice and Critique	(F)(C)	
20 Feb (Fri)	0830 - 0950	136	Dispatch and Patch Manifest Procedures Test	(T)	Lecture Outline
	1000 - 1120	136	Seminar on Organization and Review	(S)	
	1130 - 1230	136	Objective Test A	(T)	
	1330 - 1410	136	Records Integration Functions	(L)	
	1420 - 1620	136	Project Procedures	(L)	
	1630 - 1700	136	Critique of Objective Test A	(C)	

(L) Lecture (F) Film (C) Critique (Sk) Skit (P) Practice (T) Test (S) Seminar

S-E-C-R-E-T

25X1A

Approved For Release 2000/08/17 : CIA-RDP78-03930A000100110001-7

Approved For Release 2000/08/17 : CIA-RDP78-03930A000100110001-7

S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #81

## PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
2 Mar (Mon)	0830 - 1130	136	Principles of Type II Field Supply Procedures	(L)	Type II Field Property Records Lecture Outline & Study Guide
	1230 - 1700	136	Practice Problem - Field Property Records	(P)	
3 Mar (Tues)	0830 - 1030	136	Type II Property Records Test	(T)	Lecture Outline Lecture Outline
	1040 - 1230	136	Payments to Overseas Personnel	(L)	
	1330 - 1700	136	Foreign Assignments: [REDACTED] 25X1C	(L)	
4 Mar (Wed)	0830 - 1130	136	Class B Accounting Procedures	(L)	[REDACTED] Class B Procedures 25X1A
	1230 - 1700	136	Class B Accounting Practice	(P)	
5 Mar (Thur)	0830 - 1030	136	Class B Accounting Test	(T)	Study Guide - Parts I and II
	1040 - 1200	136	Foreign Travel	(L)	
	1300 - 1520	136	Foreign Travel, Practice	(P)	
	1530 - 1700	136	Foreign Travel Test	(T)	
6 Mar (Fri)	0830 - 0950	136	Shipment of Car and Household Effects	(L)	25X1A
	1000 - 1050	136	Critique of Type II Property Records	(C)	
	1100 - 1200	136	Critique of Class B Accounting	(C)	
	1300 - 1350	136	Review for Objective Test C	(C)	
	1400 - 1440	136	Critique of Foreign Travel	(P)	
	1450 - 1700	136	Objective Test C - Course Administration - Final Critique of Course	(T)(C)	

S-E-C-R-E-T

20 April - 8 May 1959

S-E-C-R-E-T

ADMINISTRATIVE PROCEDURES #83

PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
20 April (Mon)	0830 - 0910	136	Course Administration and Introduction	25X1A	
	0920 - 1020	136	National Security Council	(L)	Public Law 253 & 110
	1030 - 1145	136	Security of Employees Outside Activities	(L)	
	1245 - 1400	136	Organization of Deputy Director Support	(L)	Organization [REDACTED] 25X1A
	1410 - 1500	136	Use of Agency Regulations and Manuals	(L)	Lecture Outline
	1510 - 1700	155	THE ANIMAL FARM and Critique	(F)(C)	
21 April (Tues)	0830 - 1010	136	Organization of Deputy Director Intelligence	(L)	Organization [REDACTED] 25X1A
	1020 - 1230	136	Organization of Deputy Director Plans	(L)	II, III, V 25X1A
	1330 - 1530	136	Functions of Area Divisions & Overseas Installations	(L)	-7 25X1A
	1540 - 1630	136	Field Uniform Records Procedures	(L)	er VII, Part A
	1640 - 1700	136	Seminar on Organization	(S)	Lecture Outline & [REDACTED] 25X1A
22 April (Wed)	0830 - 1050	136	Clandestine Services Records Procedures	(L)	Lecture Outline
	1100 - 1145	136	Office Administration Skit	(Sk)	
	1245 - 1700	136	[REDACTED]	(L)(P)	Lecture Outline & Study of Standardized Gov't Travel Regs.
23 April (Thurs)	0830 - 1050	136	[REDACTED]	(T)	
	1100 - 1230	136	[REDACTED]	(L)(P)	Lecture Outline & Study Guide
	1330 - 1700	136	Completion of Practice & Critique	(P)(C)	
24 April (Fri)	0830 - 1000	136	Dispatch and Pouch Manifest Procedures Test	(T)	Lecture Outline
	1010 - 1210	136	Personnel Techniques and Services	(L)	
	1310 - 1350	136	Records Integration Functions	(L)	
	1400 - 1500	136	Objective Test A	(T)	
	1510 - 1530	136	Course Administration	(T)	
	1540 - 1700	136	Critique of Objective Test A	(C)	

(L) Lecture (F) Film (C) Critique (S) Seminar (P) Practice (T) Test (Sk) Skit

S-E-C-R-E-T

S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #83

## PHASE I - SECOND WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
27 April (Mon)	0830 - 1050	136	Project Procedures	(L)	Lecture Outline  Lecture Outline  Cable Handbook & Lecture Outline
	1100 - 1200	136	Medical Office Procedures	(L)	
	1300 - 1440	136	Name Checks	(L)	
	1450 - 1530	136	Critique of Domestic Travel	(C)	
	1540 - 1700	136	Message Writing and Cable Format	(L)	
28 April (Tues)	0830 - 1230	136	Cable Procedures, Practice and Critique	(L)(P)(C)	25X1A
	1330 - 1520	136	Message Writing and Cable Test	(T)	
	1530 - 1700	136	Introduction to Clandestine Activity	(L)	
29 April (Wed)	0830 - 0940	136	Opposition to Clandestine Activity	(L)	25X1A
	0950 - 1120	136		(L)	
	1130 - 1200	136		(Sk)	
	1300 - 1400	136	Communications	(L)	
	1410 - 1540	136	Personal Meeting Film & Discussion	(F)(T)	
30 April (Thurs)	0830 - 1010	136		(L)	25X1A
	1020 - 1050	136	Study of Operational Aid	(S)	
	1100 - 1200	136	Question Period on Operational Aid & "The Spy Web"		
	1300 - 1400	136	Summary of Tradeecraft		
	1410 - 1700	155	Film - WALK EAST ON BEACON and Test	(F)(T)	
1 May (Fri)	0830 - 0950	136	Critique of (Dispatch & Pouch Manifest	(C)	25X1A
	1000 - 1045	136	(Message Writing & Cable Format	(C)	
	1055 - 1130	136	(Tradeecraft	(C)	
	1230 - 1330	136	Objective Test B	(T)	
	1340 - 1430	136	Course Administration		
	1440 - 1700	136	Critique of Objective Test B and Phase I of Course	(C)	

S-E-C-R-E-T

S-E-C-R-E-TADMINISTRATIVE PROCEDURES #63PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
4 May (Mon)	0830 - 1130 1230 - 1700	136 136	Class B Accounting Procedures Class B Accounting Practice	(L) (P)	Class B Procedures 25X1A
5 May (Tues)	0830 - 1030 1040 - 1230 1330 - 1700	136 136 136	Class B Accounting Test Payments to Overseas Personnel Foreign Travel and Practice	(T) (L) (L)(P)	25X1A Lecture Outline Study Guide (Parts I & II)
6 May (Wed)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136 136 136 136 136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem "The Other Hat" - Film and Critique Type II Property Records Practice	(T) (L) (R) (P) (P)	Lecture Outline & Study Guide - Type II Field Property Records
7 May (Thurs)	0830 - 0930 0940 - 1130 1140 - 1215 1315 - 1530 1540 - 1700	136 136 136 136 136	Review of Type II Property Records Practice Problem Type II Property Records Test Foreign Assignments Shipment of Car and Household Effects	(R) (T) (L) (L) (L)	25X1A
8 May (Fri)	0830 - 0950 1000 - 1050 1100 - 1140 1240 - 1340 1350 - 1450 1500 - 1700	136 136 136 136 136 136	Critique of (Class B Accounting Foreign Travel Property Records Objective Test C Course Administration Critique of Objective Test C and Course	(C) (C) (C) (T) (C)	

S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #84

S-E-C-R-E-T

## PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
15 June (Mon)	0830 - 0910	136	Course Administration and Introduction	(L)	Public law 253 & 110 Organization [REDACTED] 25X1A Lecture Outline 25X1A
	0920 - 1020	136	National Security Council	(L)	
	1030 - 1145	136	Security of Employees Outside Activities	(L)	
	1245 - 1400	136	Organization of Deputy Director Support	(L)	
	1410 - 1500	136	Use of Agency Regulations and Manuals	(L)	
	1510 - 1700	155	THE ANIMAL FARM and Critique	(F)(C)	
16 June (Tues)	0830 - 1010	136	Organization of Deputy Director Intelligence	(L)	Organization [REDACTED] 25X1A [REDACTED] II, III, V 25X1A 1-7 [REDACTED] VII, Part A Lecture Outline & [REDACTED] 25X1A
	1020 - 1230	136	Organization of Deputy Director Plans	(L)	
	1330 - 1530	136	Functions of Area Divisions & Overseas Installations	(L)	
	1540 - 1630	136	Field Uniform Records Procedures	(L)	
	1640 - 1700	136	Seminar on Organization	(S)	
17 June (Wed)	0830 - 1050	136	Clandestine Services Records Procedures	(L)	Lecture Outline Lecture Outline & Study of Standardized Gov't Travel Regs.
	1100 - 1145	136	Office Administration Skit	(Sk)	
	1245 - 1700	136	Domestic Travel and Practice	(L)(P)	
18 June (Thurs)	0830 - 1050	136	[REDACTED]	(T)	Lecture Outline and Study Guide
	1100 - 1230	136		(L)(P)	
	1330 - 1700	136		(P)(C)	
19 June (Fri)	0830 - 1000	136	Personnel Techniques and Services Records Integration Functions Objective Test A Course Administration Critique of Objective Test A	(T)	Lecture Outline Lecture Outline
	1010 - 1210	136		(L)	
	1310 - 1350	136		(L)	
	1400 - 1500	136		(T)	
	1510 - 1530	136		(C)	

(L) Lecture (F) Film (C) Critique (S) Seminar (P) Practice (T) Test (Sk) Skit

S-E-C-R-E-T

25X1A



S-E-C-R-E-T

PHASE I - SECOND WEEK

## ADMINISTRATIVE PROCEDURES #84

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
22 June (Mon)	0830 - 1050	136	Project Procedures	(L)	Lecture Outline
	1100 - 1200	136	Medical Office Procedures	(L)	Lecture Outline
	1300 - 1440	136	Name Checks	(L)	Cable Handbook & Lecture Outline
	1450 - 1530	136	Critique of Domestic Travel	(C)	
	1540 - 1700	136	Message Writing and Cable Format	(L)	
23 June (Tues)	0830 - 1230	136	Cable Procedures, Practice and Critique	(L)(P)(C)	25X1A
	1330 - 1520	136	Message Writing and Cable Test	(T)	
	1530 - 1700	136	Introduction to Clandestine Activity	(L)	
24 June (Wed)	0830 - 0940	136	Opposition to Clandestine Activity	(L)	
	0950 - 1120	136		(L)	
	1130 - 1200	136		(Sk)	
	1300 - 1400	136		(L)	
	1410 - 1540	136	Communications	(L)	
25 June (Thur)	1550 - 1700	155	Personal Meeting Film & Discussion	(F)(D)	
	0830 - 1010	136		(L)	
	1020 - 1050	136	25X1A	(S)	
	1100 - 1200	136	Study of Operational Aid	(D)	
	1300 - 1400	136	Question Period on Operational Aid & "The Spy Web"	(F)(T)	
26 June (Fri)	1410 - 1700	155	Tradecraft Discussion	(F)(T)	
			Film - WALK EAST ON BEACON and Test		
	0830 - 0950	136	Critique of	(C)	
	1000 - 1045	136	(Message Writing and Cable Format	(C)	
	1055 - 1130	136	(Tradecraft	(C)	
	1230 - 1330	136	Objective Test B	(C)	
	1340 - 1430	136	Course Administration	(C)	
	1440 - 1700	136	Critique of Objective Test B and Phase I of Course	(C)	

25X1A

S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #84

S-E-C-R-E-T

## PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
29 June (Mon)	0830 - 1200 1300 - 1700	136 136	Foreign Assignments: [REDACTED] 25X1C Foreign Travel and Practice	(L) (L)(P)	Lecture Outline Study Guide - Parts I and II
30 June (Tues)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136 136 136 136 136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem "The Other Hat" - Film and Critique Type II Property Records Practice	(T) (L) (R) (F)(C) (F)	Lecture Outline and Study Guide - Type II Field Property Records 25X1A
1 July (Wed)	0830 - 0930 0940 - 1130 1230 - 1700	136 136 136	Review of Type II Property Records Practice Problem Type II Property Records Test Class B Accounting Procedures and Practice	(R) (T) (L)(F)	25X1A [REDACTED] Class B Procedures
2 July (Thur)	0830 - 1130 1230 - 1450 1500 - 1700	136 136 136	Completion of Accounting Practice Class B Accounting Test Payments to Overseas Personnel	(P) (T) (L)	Lecture Outline
3 July (Fri)	0830 - 0940 0950 - 1030 1040 - 1110 1110 - 1145 1245 - 1345 1355 - 1440 1450 - 1700	136 136 136 136 136 136 136	Shipment of Car and Household Effects Critique of (Foreign Travel Property Records Class B Accounting Objective Test C Course Administration Critique of Objective Test C and Course	(L) (C) (C) (C) (T) (C)	Lecture Outline

S-E-C-R-E-T

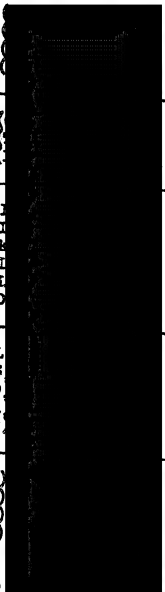
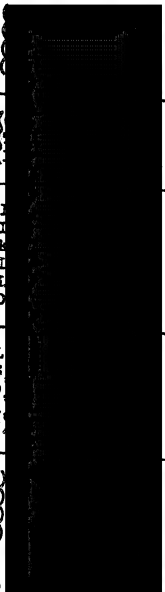
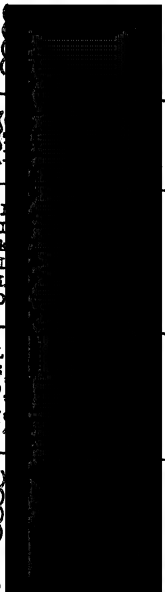
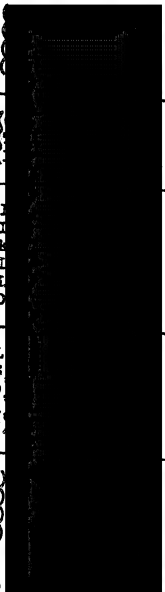
25X1A

Approved For Release 2000/08/17 : CIA-RDP78-03930A000100110001-7

Approved For Release 2000/08/17 : CIA-RDP78-03930A000100110001-7

S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #85

				PHASE I - SECOND WEEK	
DATE	TIME	ROOM	SUBJECT and NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
10 August (Mon)	0830 - 1050	136	Project Procedures		Lecture Outline
	1100 - 1200	136	Medical Office Procedures		
	1210 - 1300	136	Critique of Domestic Travel & Objective Test A		
	1400 - 1700	136	Message Writing and Cable Format		
11 August (Tues)	0830 - 1130	136	Cable Procedures, Practice and Critique	(L)(P)(S)(D)(Su)(F)(T)	Cable Handbook and Lecture Outline
	1230 - 1420	136	Message Writing and Cable Test		
	1530 - 1700	136	Introduction to Clandestine Activity		
12 August (Wed)	0830 - 0940	136	Opposition to Clandestine Activity		25X1A
	0950 - 1100	136			
	1110 - 1140	AUD			
	1240 - 1350	136			
	1400 - 1540	136	Communications		
13 August (Thur)	1550 - 1700	AUD	Personal Meeting Film and Discussion		25X1A
	0830 - 1010	136			
	1020 - 1050	136	Study of Operational Aid		
	1100 - 1200	136	Discussion of Operational Aid		
	1300 - 1340	136	Tradescraft Summary		
14 August (Fri)	1350 - 1700	AUD	Film - WALK EAST ON BEACON and Test		25X1A
	0830 - 0950	136	Critique of		
	1000 - 1045	136	(Message Writing and Cable Format)		
	1055 - 1130	136	(Tradescraft)		
	1230 - 1330	136	Objective Test B		
	1340 - 1400	136	Course Administration	(C)(C)(C)(T)	
	1500 - 1700	136	Critique of Objective Test B and Phase I of Course		

(D) Discussion (S) Study (Su) Summary

S-E-C-R-E-T

S-E-C-R-E-TADMINISTRATIVE PROCEDURES #85PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
17 August (Mon)	0830 - 1200 1300 - 1700	136 136	Foreign Assignments: [REDACTED] 25X1C Foreign Travel and Practice	(L) (L)(P)	Lecture Outline Study Guide - Parts I and II
18 August (Tues)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136 136 136 AUD 136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem "THE OTHER BAT" - Film and Critique Type II Property Records Practice	(T) (L) (R) (F)(C) (P)	25X1A Lecture Outline and Study Guide
19 August (Wed)	0830 - 0930 0940 - 1130 1230 - 1700	136 136 136	Review of Type II Property Records Practice Problem Type II Property Records Test Class B Accounting Procedures and Practice	(R) (T) (L)(P)	25X1A [REDACTED] Class B Procedures
20 August (Thur)	0830 - 1130 1230 - 1450 1500 - 1700	136 136 136	Completion of Accounting Practice Class B Accounting Test Payments to Overseas Personnel	(P) (T) (L)	Lecture Outline
21 August (Fri)	0830 - 0940 0950 - 1030 1040 - 1110 1110 - 1145 1245 - 1345 1355 - 1440 1450 - 1700	136 136 136 136 136 136 136	Shipment of Car and Household Effects Critique of (Foreign Travel Property Records Class B Accounting Objective Test C Course Administration Critique of Objective Test C and Course	(L) (C) (C) (C) (T) (C)	Lecture Outline

S-E-C-R-E-T

S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #86

## PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
28 Sept. (Mon)	0830 - 0900	136	Course Administration and Introduction	(L)	25X1A Public Law 253 & 110 Organization [REDACTED] 25X1A Lecture Outline [REDACTED] 25X1A
	0910 - 1020	136	National Security Council	(L)	
	1030 - 1200	136	Organization of Deputy Director Intelligence	(L)	
	1300 - 1350	136	Use of Agency Regulations and Manuals	(L)	
	1400 - 1500	136	Security of Employees Outside Activities	(L)	
	1510 - 1700	AUD	Film - THE ANIMAL FARM and Critique	(F)	
29 Sept. (Tues)	0830 - 0950	136	Organization of Deputy Director Support	(L)	25X1A Organization [REDACTED] 25X1A [REDACTED] Chapters II, III, V [REDACTED] 25X1A Chapter VII, Part A Lecture Outline
	1000 - 1200	136	Organization of Deputy Director Plans	(L)	
	1300 - 1500	136	Functions of Area Divisions & Overseas Installations	(L)	
	1510 - 1700	136	Personnel Techniques and Services	(L)	
30 Sept. (Wed.)	0830 - 1150	136	Clandestine Services Records Procedures	(L)	Lecture Outline & [REDACTED] 25X1A Lecture Outline
	1200 - 1240	136	Office Administration Skit	(Sk)	
	1340 - 1700	136	Domestic Travel and Practice	(L)(P)	
1 Oct. (Thur)	0830 - 1200	136	Review of Travel Practice and Test	(R)(T)	Lecture Outline and Study Guide
	1300 - 1700	136	Dispatch and Fouch Manifest Procedures & Practice	(L)(P)	
2 Oct. (Fri)	0830 - 0920	136	Records Integration Functions	(L)	Lecture Outline
	0930 - 1200	136	Review of Dispatch Practice and Test	(R)(T)	
	1300 - 1420	136	Seminar on Organization	(S)	
	1430 - 1530	136	Medical Office Procedures	(L)	
	1540 - 1700	136	Objective Test A	(T)	
(L) Lecture (F) Film (Sk) Skit (P) Practice (R) Review (T) Test (S) Seminar					

S-E-C-R-E-T

S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #86

## PHASE I - SECOND WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
5 Oct. (Mon)	0830 - 1010	136	Name Checks	(L)	25X1A Lecture Outline Lecture Outline Cable Handbook and Lecture Outline
	1020 - 1230	136	Project Procedures	(L)	
	1330 - 1410	136	Critique of Objective Test A	(C)	
	1420 - 1700	136	Message Writing and Cable Format	(L)	
6 Oct. (Tues)	0830 - 1130	136	Cable Procedures, Practice and Critique	(L)(P)(C)	
	1230 - 1410	136	Message Writing and Cable Test	(T)	
	1420 - 1540	136	Introduction to Clandestine Activity	(L)	
	1550 - 1700	136	Opposition to Clandestine Activity	(L)	
7 Oct. (Wed)	0830 - 1000	136	[REDACTED] 25X1A	(L)	
	1010 - 1040	AUD		(Sk)	
	1050 - 1200	136	Communications Personal Meeting Film and Discussion Completion of "The Spy Web" Questionnaire	(L)	
	1300 - 1440	136		(L)	
	1450 - 1550	AUD		(F)(D)	
8 Oct. (Thur)	1600 - 1700	136	[REDACTED] 25X1A Discussion of "The Spy Web" Tradecraft Summary Film - WALK EAST ON BEACON and Test	(Ws)	
	0830 - 1010	136		(L)	
	1020 - 1200	136		(D)	
	1300 - 1350	136		(D)	
9 Oct. (Fri)	1400 - 1700	AUD	Critique of Domestic Travel Critique of Dispatch and Pouch Procedures Critique of Message Writing and Cable Format Critique of Tradecraft Objective Test B Course Administration Critique of Objective Test B and Phase I of Course	(F)(T)	
	0830 - 0940	136		(C)	
	0950 - 1050	136		(C)	
	1100 - 1145	136		(C)	
	1155 - 1230	136		(C)	
	1330 - 1430	136		(T)	
	1440 - 1520	136		(A)	
	1530 - 1700	136		(C)	

(C) Critique (D) Discussion (Ws) Workshop (A) Administration

S-E-C-R-E-T

S-E-C-R-E-T

PHASE II - FIRST WEEK

ADMINISTRATIVE PROCEDURES #86

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
12 Oct. (Mon)	0830 - 1200 1300 - 1700	136 136	Foreign Assignments: Foreign Travel and Practice	25X1C (L) (L)(P)	Lecture Outline Study Guide - Parts I and XI
13 Oct. (Tues)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136 136 136 AUD 136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem "THE OTHER HAT" - Film and Critique Type II Property Records Practice	(T) (L) (R) (F)(C) (P)	Lecture Outline & Study Guide 25X1A
14 Oct. (Wed)	0830 - 0930 0940 - 1130 1230 - 1700	136 136 136	Review of Type II Property Records Practice Problem Type II Property Records Test Class B Accounting Procedures and Practice	(L) (L) (L)	25X1A Class B Procedures
15 Oct. (Thur)	0830 - 1130 1230 - 1450 1500 - 1700	136 136 136	Completion of Accounting Practice Class B Accounting Test Payments to Overseas Personnel	(L) (L) (L)	Lecture Outline Lecture Outline
16 Oct. (Fri)	0830 - 0940 0950 - 1030 1040 - 1110 1110 - 1145 1245 - 1345 1355 - 1440 1450 - 1700	136 136 136 136 136 136 136	Shipment of Car and Household Effects Critique of Foreign Travel Critique of Property Records Critique of Class B Accounting Objective Test C Course Administration Critique of Objective Test C and Course	(L) (L) (L) (L) (L) (L) (L)	

S-E-C-R-E-T



## ADMINISTRATIVE PROCEDURES #87

S-E-C-R-E-T

## PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
30 Nov. (Mon)	0830 - 0910	136	Course Administration and Introduction	(L)(P) (L)(P) (L)(P) (L)(P) (L)(P)	25X1A
	0910 - 1010	136	National Security Council		Public Law 253 & 110
	1020 - 1200	136	Organization of Deputy Director Intelligence		Organization 25X1A
	1300 - 1440	AU	Film - "The Animal Farm" and Critique		25X1A
	1450 - 1550	136	Security of Employees Outside Activities		Lecture Outline
	1600 - 1700	136	Use of Agency Regulations and Manuals		
1 Dec. (Tues)	0830 - 1000	136	Organization of Deputy Director Support	(L)(P) (L)(P) (L)(P) (L)(P)	Organization 25X1A
	1010 - 1200	136	Organization of Deputy Director Plans		DDP Charts - Lecture Outline
	1300 - 1500	136	Personnel Techniques and Services		Lecture Outline
	1510 - 1700	136	Current Status & Objectives of International Communism		Speaker
2 Dec. (Wed)	0830 - 1030	136	Functions of Area Divisions & Overseas Installations	(L)(P) (L)(P) (L)(P) (L)(P)	Area Division Charts - Lecture Outline
	1040 - 1120	136	Office Administration Skit		25X1A
	1130 - 1230	136	Medical Office Procedures		- Lecture Outline
	1330 - 1700	136	Clandestine Services Records Procedures		Study Guide - Lecture Outline
3 Dec. (Thur)	0830 - 1230	136	Dispatch and Pouch Manifest Procedures & Practice	(L)(P) (L)(P) (L)(P)	Lecture Outline
	1330 - 1530	136	Name Checks		Lecture Outline
	1540 - 1700	136	Seminar on Organization		Lecture Outline
4 Dec. (Fri)	0830 - 0920	136	Records Integration Functions	(L)(P) (L)(P) (L)(P)	Lecture Outline
	0930 - 1200	136	Review of Dispatch Practice and Test		Lecture Outline
	1300 - 1700	136	Domestic Travel and Practice		Lecture Outline

(L) Lecture (F) Film (C) Critique (Sk) Skit (P) Practice (S) Seminar (R) Review (T) Test  
 (D) Discussion (Ws) Workshop (Su) Summary (A) Administration

S-E-C-R-E-T

1959

S-E-C-R-E-TADMINISTRATIVE PROCEDURES #87PHASE I - SECOND WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
7 Dec. (Mon)	0830 - 1130	136	Review of Domestic Travel and Test	(R)(T)	Lecture Outline
	1230 - 1430	136	Project Procedures	(L)	
	1440 - 1540	136	Objective Test A	(T)	
	1550 - 1700	136	Introduction to Clandestine Activity	(L)	
8 Dec. (Tues)	0830 - 0940	136	Opposition to Clandestine Activity	(L)	25X1A
	0950 - 1130	136		(L)	
	1230 - 1300	AUD	25X1A	(Sk)	
	1310 - 1420	AUD		(L)	
	1430 - 1700	AUD	Communications; Film - "Personal Meeting" and Discussion of Film	(L)(F)(D)	
9 Dec. (Wed)	0830 - 1000	136	25X1A	(L)	
	1000 - 1100	136	Work on "The Spy Web" Questionnaire	(Wa)	
	1110 - 1230	136	Tradecraft Summary	(Su)	
	1330 - 1700	AUD	Film - "Walk East on Beacon" and Test	(F)(T)	
10 Dec. (Thur)	0830 - 0930	136	Critique of Dispatch and Pouch Procedures	(C)	Cable Handbook - Lecture Outline
	0940 - 1010	136	Critique of Domestic Travel	(C)	
	1020 - 1230	136	Message Writing and Cable Format	(L)	
	1330 - 1700	136	Cable Procedures, Practice and Critique	(L)(F)(C)	
11 Dec. (Fri)	0830 - 1020	136	Message Writing and Cable Test	(T)	
	1030 - 1230	136	Discussion of "The Spy Web"	(D)	
	1330 - 1430	136	Critique of Tradecraft	(C)	
	1440 - 1540	136	Objective Test B	(T)	
	1550 - 1700	136	Critique of Objective Tests A and B	(C)	

S-E-C-R-E-T

\* S-E-C-R-E-TADMINISTRATION PROCEDURES #87PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
14 Dec. (Mon)	0830 - 1130 1140 - 1230 1330 - 1700	136 136 136	Foreign Assignments: [REDACTED] 25X1C Critique of Message Writing and Cable Format Foreign Travel and Practice	(L) (C) (L)(P)	Lecture Outline Study Guide - Parts I and II
15 Dec. (Tues)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136 136 136 AUD 136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem Film - "The Other Hat" and Critique Type II Property Records Practice	(T) (L) (R) (F)(C) (P)	25X1A Study Guide - Lecture Outline
16 Dec. (Wed)	0830 - 1130 1230 - 1700	136 136	Review of Type II Property Records Practice and Test Class B Accounting Procedures and Practice	(R)(T) (L)(P)	25X1A [REDACTED] Class B Procedures
17 Dec. (Thur)	0830 - 1130 1230 - 1450 1500 - 1700	136 136 136	Completion of Accounting Practice Class B Accounting Test Payments to Overseas Personnel	(P) (T) (L)	Lecture Outline
18 Dec. (Fri)	0830 - 1000 1010 - 1200 1300 - 1400 1410 - 1510 1520 - 1700	136 136 136 136 136	Shipment of Car and Household Effects Critique of - Foreign Travel - Property Records - Class B Accounting Course Administration Objective Test C Critique of Objective Test C and Course	(L) (C) (C) (C) (A) (T) (C)	Lecture Outline

S-E-C-R-E-T

25X1A

Approved For Release 2000/08/17 : CIA-RDP78-03930A000100110001-7

Next 21 Page(s) In Document Exempt

Approved For Release 2000/08/17 : CIA-RDP78-03930A000100110001-7

**S-E-C-R-E-T**

Number	Dates	Total Enroll	C.I.A.		Others	Remarks	Appl. Not Enrolled
			Comp.	Incomp.			
81	16 Feb - 6 Mar	55	FC-38 PI-4 PII-9	1		3 Canc.	16
Phase I							
82	16 Feb - 27 Feb	24	21			3 Canc.	
83	20 Apr - 8 May	62	FC-38 PI-7 PII-7	1		9 Canc.	
84	15 June - 2 July	52	FC-15 PI-12 PII-1	1		3 Canc.	13
85	3 Aug - 21 Aug	28	FC-16 PI-4 PII-2	1		5 Canc.	8
86	28 Sept - 16 Oct	53	FC-31 PI-16			6 Canc.	4
87	30 Nov - 18 Dec	60	FC-42 PI-7 PII-2	1		8 Canc.	27
	Total	314	Full Course 180	5		37 Canceled	68
			Phase I				
			71				
			Phase II				
			21				